

§ 806b.5

- (5) Review system notices.
- (6) Investigate complaints.
- (7) Staff denial recommendations (at MAJCOMs and FOAs only).
- (g) System Managers:
 - (1) Decide the need for, and content of systems.
 - (2) Manage and safeguard the system.
 - (3) Train personnel on Privacy Act requirements.
 - (4) Protect records from unauthorized disclosure, alteration, or destruction.
 - (5) Prepare system notices and reports.
 - (6) Answer Privacy Act requests.
 - (7) Keep records of disclosures.
 - (8) Evaluate the systems annually.
- (h) Privacy Act Monitors (PAM):
 - (1) Are the focal point in their functional area for general Privacy Act questions and correspondence.
 - (2) Maintain a list of all systems of records and system managers in their area.
 - (3) Act as liaison with the Privacy Act Officer.
 - (4) Maintain statistics for the annual Privacy Act report.

Subpart B—Obtaining Law Enforcement Records and Promises of Confidentiality

§ 806b.5 Obtaining law enforcement records.

The Commander AFOSI; the Chief, Air Force Security Police Agency (AFSPA); MAJCOM, FOA, and base chiefs of security police; AFOSI detachment commanders; and designees of those offices may ask another agency for records for law enforcement under 5 U.S.C. 552a(b)(7). The requesting office must indicate in writing the specific part of the record desired and identify the law enforcement activity asking for the record.

§ 806b.6 Promising confidentiality.

Record promises of confidentiality to exempt from disclosure any 'confidential' information under subsections (k)(2), (k)(5), or (k)(7) of the Privacy Act.

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Subpart C—Collecting Personal Information

§ 806b.7 How to collect personal information.

Collect personal information directly from the subject of the record when possible. You may ask third parties when:

- (a) You must verify information.
- (b) You want opinions or evaluations.
- (c) You can't contact the subject.
- (d) The subject asks you.

§ 806b.8 When to give Privacy Act statements (PAS).

- (a) Give a PAS orally or in writing:
 - (1) To anyone from whom you are collecting personal information that will be put in a system of records.
 - (2) Whenever you ask someone for his or her Social Security Number (SSN).

NOTE: Do this regardless of how you collect or record the answers. You may display a sign in areas where people routinely furnish this kind of information. Give a copy of the PAS if asked. Do not ask the person to sign the PAS.

- (3) A PAS must include four items:

- (i) Authority: The legal authority, that is, the United States Code or Executive Order authorizing the program the system supports.

- (ii) Purpose: The reason you are collecting the information.

- (iii) Routine Uses: A list of where and why the information will be disclosed outside DoD.

- (iv) Disclosure: Voluntary or Mandatory. (Use Mandatory only when disclosure is required by law and the individual will be penalized for not providing information.) Include any consequences of nondisclosure in non-threatening language.

§ 806b.9 Requesting the social security number (SSN).

- (a) Do not deny people a legal right, benefit, or privilege for refusing to give their SSNs unless the law requires disclosure, or a law or regulation adopted before January 1, 1975, required the SSN and the Air Force uses it to verify a person's identity in a system of records established before that date.